



212 W. Main Street,
Inverness, FL 34450

352/726-2611
352/726-0607 (fax)
Administration@Inverness-FL.Gov

Revision History

Presented 08/21/01
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Procedures for Special Events, Parades, Processions and Assemblages

PURPOSE

To promote uniform procedures to regulate and permit special event activity at locations under the jurisdiction of City of Inverness. The Special Event Application is a starting point for any group or individual who wishes to hold an event, parade, assemblage, large party, festival, or similar affair, within the municipal limits of Inverness.

IMPLEMENTATION

City staff will assist applicants through the process. If it is an event on private or public property outside the downtown district, your contact will be Development Services, DDS@Inverness-FL.Gov or 352-726-3401. All other events will receive assistance from the Event Director, who can be reached by dialing 352-726-2611, Ext 1304 or Administration@Inverness-FL.Gov. Both departments are located at 212 W. Main Street.

Eligibility Requirements

The applicant or representative of any business, group or organization that seeks a permit to conduct a special event, must be 21 years of age or older and officially designated as the spokesperson of the sponsoring business, group, or organization.

Application Procedure

The *Special Event Application* along with a twenty-five dollar (\$25.00) non-refundable filing fee is to be provided forty-five (45) days before the actual date of the event. We ask that one begin the process as early as possible in order that proper approvals and deadlines are met. City personnel, in coordination with City Law Enforcement Services, will assist the individual/organization in securing any additional permits necessary (i.e. closing streets or using common grounds may require county and/or state approval as well).

The Special Event Application may be submitted to any City Office, where it will be directed to the handling department. The applicant will be contacted within five (5) business days, to review event plans and discuss the activity. Respective departments will meet with the organizer(s) to determine the scope of the event and what resources and/or services may be necessary to accommodate the activity.

Once a request is approved, a letter of approval will be issued by the City to the group representative. Applicable fees for City services are to be paid in advance and submitted ten (10) calendar days before the event itself.

Alcoholic Beverages Application Procedure

If serving of alcohol is planned, a supplemental Alcoholic Beverages Special Event application must be obtained from the City Event Director and accompany the Special Event Application. The applications must be submitted simultaneously for approval.

Special Event Evaluation Criteria

Approval consideration of the event will be weighed on the following factors:

- Promotions directly benefit business interests and the social welfare of Inverness residents
- Demand on City resources
- Security and Public safety
- Traffic Flow

The priority order of approving an event will be based on the following:

- 1) Special events sponsored by the City of Inverness and/or a recognized affiliate agency (i.e.; Inverness Community Redevelopment Agency).
- 2) Other Public (Governmental) Agencies and their affiliates.
- 3) Community Service Groups; local (City/County) non-profit organizations that support a range of community services, and where the activity is a benefit to the general community and the City of Inverness.
- 4) Commercial Organizations of the City that want to conduct a non-promotional event that does not charge a fee or generate revenue, i.e.; an activity that is categorized as a public service and that is co-sponsored by the City of Inverness.

For an approved affair, the City will provide guidance and oversee aspects of the event. The City will focus on emphasizing municipal community involvement, ensuring quality control, in the best interest of the city, businesses and residents. As the managing agency, the City will work with businesses and/or residents to ensure permitted activities will pose a minimal disruption to what otherwise would be normal conditions. The City of Inverness will work closely with the group representative to determine the most suitable location to best manage the event and its content.

Regulations

Groups or organizations utilizing public areas for specially permitted events shall abide by all rules and regulations, laws and general ordinances as established by the City of Inverness, local county and state agencies, as related to the sale of any item, food or drink product. Regulations that may pertain to the sale of items and the serving of food will be distributed to the group representative.

No signs (including flyers) may be posted without the written consent of the City of Inverness (except for booth location identification).

Depending on the activity, vehicles will be restricted to designated parking areas with the exception of set-up and breakdown of the special event. Organizers will be required to provide or fund all necessary personnel to properly direct traffic to designated parking areas.

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It is not permissible for any person or group to sell or consume alcoholic beverages on public
Regulations (cont'd)

property in the City of Inverness, unless a supplemental Alcoholic Beverage Application is submitted for approval.

Violations of any term or condition of the issued permit or any law, ordinance, rule or regulation by the permittee or his/her agents, shall constitute grounds for revocation of the permit, and if warranted, additional penalties will be imposed as applicable by State Statute, City Ordinance, or this policy.

Vendors

The City will closely monitor and evaluate Special Events that involve individual vendors, to insure requirements set forth by the Department of Revenue and the Department of Business Regulations are followed, and that proposed sales are not in direct competition with existing businesses. Event organizers are expected to provide the City with a list of participating vendors to address and resolve issues.

The City will require a supplemental Alcoholic Beverages Special Event application subject to approval if the Special Event is proposing sale of beer and/or wine.

Charge for City Services

It is the City's desire to equitably permit, assist and promote community events. By accepting a permit to conduct an activity, organizers agree to reimburse the City or other provider, for costs associated with the activity. Charges will be discussed with the applicant at the initial organizational meeting.

In addition to the \$25 Special Event Application filing cost, other fees which may apply and are subject to change:

- \$17.50-\$25.00 per hour for sworn Law Enforcement Personnel (Note: Additional Law Enforcement Personnel are required with Alcoholic Beverages Permit)
- \$20.00 per hour for stationary Patrol Car which does not require idling.
- \$20.00 per hour for first three hours, \$5 per hour after, for an idling or moving Patrol Car(s)
- \$15.00 per hour for additional city staff
- \$10 per electric access
- \$15.00 for cleanup following an activity, if applicable
- \$250.00 Alcoholic Beverages Filing Fee

Charge For Waste Collection Services

Organizers will be responsible to supply sufficient waste collection services for the approved event. During the initial organizational meeting, waste collection services and associated charges will be discussed, to include need for applicant to obtain portable lavatory(s) and their location.

Comprehensive Liability Insurance

A Certificate of Insurance naming the City of Inverness as additionally insured in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage, may be required

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per the type of activity. Special Events with approved beer and/or wine sales will require insurance with an alcohol endorsement.

Indemnification

The applicant and any other persons, organizations, firms or corporations on whose behalf the application is made, by filing a permit application shall represent, stipulate, contract and agree that they will jointly and severally indemnify and hold the City of Inverness, its agents, officials (elected or appointed), and employees, harmless against liability, including court costs and attorney's fees, for any and all claims for damage to property, or injury to, or death of persons arising out of or resulting from the issuance of the permit or the conduct of the assembly or any of its participants. A copy of Disclaimers must be maintained on the location of the Special Event for the length of the same. (Reference Release of Liability Document in the application).

Definitions

| | |
|-------------------------|---|
| Festival | An organized celebration generally held on an annual basis, which is open to the general public, including merry-making and entertainment of many kinds, and honoring people, places or events. |
| Event | An organized noteworthy happening, occurrence or contest designed for a definite purpose or occasion. |
| Public Open Space | City of Inverness streets, public squares, and public parking lots. |
| Representative | The person designated by the event organizers as the prime person responsible for the event. |
| Community Group | A Community Group shall mean a local non-profit organization that supports a broad range of community service; Membership of the group is open and available to any city or county resident. The purpose of the group will enrich the livability of the City of Inverness community; The group is not a registered political party. |
| Non-Profit Organization | Any organization that is a registered not-for-profit society. |
| Public Agency | Any governmental agency that operates on a not-for-profit basis. |
| Commercial | Any organization that operates on a for-profit basis. |
| Event Organizer | The organization producing the event. |

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Special Event Application

City of Inverness

212 W. Main Street
Inverness, FL 34450
Administration@Inverness-FL.Gov
352/726-2611; 325/726-0607 (fax)

Date of Application Completion

Name of Organization

Name of Applicant

Title (If applicable)

Street Address

City

State

Zip

Home Phone

Work Phone

Fax

Email Address

Brief description of organization's purpose and/or function:

OFFICE USE ONLY

Date Received

City Employee Signature

Payment Received & Date

Permit Number

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Is the organization Non Profit?

YES ☐ **NO** ☐

If yes, Please attach a copy of the organizations Sales Tax Exempt Certificate.

Does your Group presently have Liability insurance? **YES** ☐ **NO** ☐

General Liability Insurance is required naming the City of Inverness as Additional Insured. Limits of Liability should be no less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage. If food is being served, Product Liability must be included. If the event is approved to sell beer and/or wine, insurance must include an Alcohol Endorsement.

Event Title

Address of Event (location)

If the requested event is a multi day activity, please stipulate the following information for each date.

| <u>DATE</u> | <u>Day of Week</u> | <u>Beginning Time</u> | <u>Ending Time</u> |
|--------------------|---------------------------|------------------------------|---------------------------|
|--------------------|---------------------------|------------------------------|---------------------------|

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☐ AM ☐ PM

Set up Day:

Set up Time

Rain Date

Give a brief description of the proposed event. (Attach additional pages if necessary.)

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If the proposed event is a PARADE, please list the point of origin, path, and the termination point, as well as number of entries. (Attach maps as needed to clarify the parade route)

Are you planning to charge an admission, donation, booth fee, vendor fee or other fee?

YES ☐ NO ☐

If Yes, what kind of fee and how much is to be charged?

Do you plan on utilizing Vendors and/or Exhibitors for sales of any kind?

YES ☐ NO ☐

If Yes, attach list with proposed Vendors/Exhibitors names, proposed product and price list.

Do you plan on the sale of alcoholic beverages of any kind?

YES ☐ NO ☐

If Yes, a separate alcoholic beverages application must be submitted simultaneously with the Event application for approval.

Will food be served? YES ☐ NO ☐ If yes, will food be sold? YES ☐ NO ☐

Proceeds of this Event will be used for:

Are you requesting a waiver of fees for use of City services and City property, or some other aspect of the event? (If so, please attach list.)

YES ☐ NO ☐

Were fees waived for this event last year?

YES ☐ NO ☐

If yes, please attach a financial report from last year's event.

If this is a first time for the event, please attach a separate sheet with expected revenues and expenses other than City Services.

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Do you plan to contribute revenues received from the event to local organizations?

YES ☐ **NO** ☐

If Yes, to whom and how much?

What is the expected/estimated attendance for the event?

How will this event benefit the residents and/or improve the quality of life in the City of Inverness?

List any electrical services required for the event.

List of other utilities or services needed.

List of City facilities requested/needed. (Please be specific)

Please attach a list of Equipment, like stage, tents, vehicles, etc. that is proposed for use in the event and/or brought onto City property, streets or Parks. (All are subject to approval)

NOTE: Tents that are 20x20 or larger will require a Fire Rating Certificate

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Owners Affidavit*

I, _____, have authorized _____ as my representative for the purpose of obtaining a permit(s) from the City of Inverness Development Services Department for my property located at _____, Inverness, Florida.

Owners Signature

Date

State of Florida County of Citrus

The foregoing instrument was acknowledged before me this _____ day of _____, 20__, by _____ (name of person acknowledging), who is personally known to me or who has produced _____ (type of identification) as identification and who ☐ did ☐ did not take an oath.

Stamp/Seal

Notary

Print Name

Commission Number

***For Private Property Use Only**

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RELEASE OF LIABILITY
AND
HOLD HARMLESS STATEMENT

I/we agree, _____ to release and hold harmless the City
(Name of Organization)
of Inverness from any liability of any kind for any and all damages arising out of any loss or injury

resulting from the _____ held on _____.
(Name of Special Event)

This release includes a release for any and all losses or injury arising while using City of Inverness facilities or property and for any and all losses or injury to persons attending this special event.

I certify that the event will be open to all citizens, and that individuals will not be barred from participation due to race, creed, color, national origin, sex, age, or physical impairment. I agree to obtain the required Liability Insurance and to secure all necessary City/County/State Permits or Licenses, and abide by all city, county, state regulations or policies as imposed. I further certify that all the facts contained in this request are accurate.

Name (Print): _____

Signed: _____ Title: _____

Date: _____

If your organization has any outstanding financial obligation with any department within the City, your application may not be processed.

An incomplete application may result in denial of your request.

Please attach:

- (1) Detailed financial report of last year's event (if applicable)
- (2) Non-profit documentation
- (3) Certification of Insurance
- (4) Product Liability (if applicable)

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